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ABSTRACT

These instructions are designed to help patrons of the University of Missouri-Columbia library perform searches on PSYCHLIT, a CD-ROM (compact disc, read only memory) version of the Psych Abstracts database, and a CD-ROM version of the ERIC database, both produced by SilverPlatter Information Services. Basic information is provided about the disk contents, use of the work station function keys, viewing and evaluating records, and printing search results. In addition, a four-part set of instructions, "How to Do a Search on the ERIC/PSYCHLIT CD-ROM Indexes," provides the following information: (1) instructions for performing a practice search using prescribed terms, displaying the retrieved records, and printing the search results; (2) instructions to enable a user to perform a search on a topic of his or her choice and to display and print the results; (3) helpful hints for completing a successful search; and (4) questions and answers about searching. A checklist of 22 items that a patron-trainee should be made aware of in order to use the ERIC and PSYCHLIT CD-ROM indexes and four suggestions for the librarian-trainer is also included. (KM)

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IN PRAISE OF MR. S. PLATTER AND HIS MARVELOUS, MAGNIFICENT CD ROM LASER DISC INDEX FOR ERIC AND PSYCHLIT.

by Robert F. Huffman, Ed-Psych Librarian,
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Welcome to the fascinating world of CD-ROM LASER DISK periodical indexing. You will be using PSYCHLIT, a version of PSYCH ABSTRACTS or ERIC, a laser disk version of RIE/CIJE, which are made by the Silver Platter company.

At the time of this writing both disks contain indexing from January, 1981 through December, 1986. A new, updated disk will be provided each quarter. These disks are capable of holding 550,000,000 bytes or 200,000 pages of text. Your success using them depends on your learning to use them quickly and expertly. The Library can not supply this convenience unless the students learn to use it independently. As new features are added to the system the Ed-Psych Library Staff will pass them on to you. Stay in touch.

Assuming that you are sitting in front of the work station with the keyboard in position, notice the function keys. These re on top of the keyboard and have labels, help, find,etc.

Note the keys for Help, Database Guide, and Index. These are an ever present source of assistance for you. In order to enter search terms you must first press the F2 key. Find, appears on the bottom of the screen. When you type search terms they will appear on the bottom line. After having typed in your terms and pressed Enter, your words will appear at the top of the the screen.

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Robert F. Huffman

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Your next move will be to look at the records you have found. This is done by first pressing F4, marked Show. You will be asked to enter the labels for the fields you wish to see in order to determine whether or not you desire a given term. Also you are asked which records you wish to examine. These steps will be important should you interrupt your search and wish to continue it later.

More importantly, you are told to press ENTER in order to start viewing with the first document. As each document may contain more than one screen you are told to to press PGDN to bring the other frames up. To skip to the beginning of the next record, press F10. To return to a previous record, press F9.

Users often look at many records deciding which ones they want and then record the running number from the upper right hand corner. This number is then re-entered at the records prompt during the print cycle, giving only those records the user wants.

They also study the records to check on the validity of their search terms. Are they producing records on the specific topic? Can other terms be found that will do better? What terms do the indexers use to describe a given subject? F2, FIND, is pressed, the new words entered, and the process continued.

Remember, one article may contain a lengthy bibliography.

Once the user has decided which records he wishes to print, he presses F6, PRINT. There are four queries at the bottom of the screen.

The first of these asks, "FIELDS?". Here it is asking to have entered the field labels of those fields the user wishes to have printed out. There are many fields in the records that are valuable in searching, but not in the printout. To remove those not wanted or needed from the SHOW or Print cycles speeds up the process and saves paper.

The TAB moves the cursor across the screen to the next query, " RECORDS". Here, separated by commas or in the case of ranges by hyphens, the user enters the numbers for the records he has chosen. Once the line is full, further numbers pile up at the end and are not heeded. They must be re-entered in another print cycle.

The TAb moves the cursor down and across the screen. Here the query asks, "Separate pages?" If possible and desired they may be had by pushing "Y".

The final query reached by the TAb is,"Searches?" This refers to the search screen with the search terms and strategies. By pressing "Y". The user's printout will be prefaced by the search screen. This can be important in re-establishing a search.

Finally, ENTER is pressed and the printer does as it has been told. Printers are known to need some supervision to prevent their running amuck in various ways. The user should get to know the printer he uses.

HOW TO DO A SEARCH ON THE ERIC/PSYCHLIT CD ROM INDEXES #2

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1. You must have the Silverplatter workstation, the laser disk with the index on it and the floppy disk in the A drive.

2. Think of a term to search and press F5.

3. Type the term on the bottom line and press enter. (Note any highlighted comment the terminal might display.)

4. Choose the desired term from the displayed list.

5. Press F2. Type the correct term or terms including hyphens in place following Find on the F2 screen.

6.Your term will appear on the work section of the F2 screen giving the number of citations available.

7. Press F6, print. Type all in response to the first request on the bottom line.

9. Touch the tab key and type 1 where it says, record.

10. Touch the tab key twice and type Y where it says, searches.

11. Touch enter.

This will print out the first record of the search which you just completed. You are to use this for reference as other directions are given.

12. Press F2.

13. Press F4. This is the show key.

14. The work line asks you to choose what you would like to see displayed.

15. First, Fields. Refer to the single printout made above. On the left hand side of the page is a series of field labels. An means accession number, au, author, ti, title, etc. (To get a complete description,press F3.) To the right of the labels are the contents of those fields, accession numbers, authors, titles, etc. You are being asked to tell the computer which fields you wish displayed. Enter an,au,ti,jn,de

16. Press tab. Records now appears. Each citation is preceded by a number,1 of 25, 2of 25,etc. Here it is asking you to put down which records you want to see.

17. Read the bottom line. It says that to see all there is of a given record, press page down for the next screens. Once you decide you do or do not want a record press **F10** and it will bring up the beginning of the next record.

18. Look at each record. With a pencil write down the numbers of those records you wish to have printed out. Press **F6**, fill out the fields blank, fill out the records field, as many as you can, 1,4,7-10 etc. tab twice,type **Y** and then press enter.

19. When the printer stops, press end to replace the field labels, tab and enter more record numbers to the record blank and press **enter**. Repeat until all selections have been printed.

20. If you found too few usable abstracts, study those you did find with an eye towards changing your search terms on the F2 screen.

21. One article may contain a long bibliography.

HOW TO DO A SEARCH ON THE ERIC/PSYCHLIT CD ROM INDEXES, #3

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YOU CAN ALWAYS PRINT THE SCREEN BY PRESSING **PRTSC**.

YOU CAN ALWAYS COMPLETE YOUR SEARCH ANOTHER TIME BY KEEPING YOUR SEARCH STRATEGY AND LAST RECORD NUMBER.

WE INTEND FOR YOU TO HAVE ENOUGH TIME WITH THE COMPUTER TO DO YOUR SEARCH YOUR WAY.

THE LESS DISPLAYED OF A RECORD OR PRINTED OF A RECORD THE FASTER THE SEARCH WILL GO.

IF YOU WILL USE THE COMPUTER IN THE EVENINGS AND DURING WEEKENDS, YOU ARE MORE LIKELY TO FIND TIME.

YOU MAY PUT IN ANY TERM OR PHRASE EXCEPT FOR SOME VERY SHORT,COMMON ONES CALLED, STOP WORDS. SEE F3.

IF TWO WORDS ARE CONNECTED WITH **AND** IT MEANS THE DOCUMENT MUST CONTAIN BOTH TERMS. FEWER SELECTIONS WILL RESULT.

IF TWO WORDS ARE CONNECTED BY **OR** IT MEANS THAT EITHER TERM MAKES THE DOCUMENT ACCEPTABLE. MORE SELECTIONS WILL RESULT.

IF A TERM IS PROCEEDED BY **NOT** IT MEANS THAT A DOCUMENT CONTAINING IT IS NOT ACCEPTABLE. FEWER SELECTIONS WILL RESULT.

THE COMPUTER ALWAYS ACTS UPON THE BOTTOM SEARCH TERM.

TERMS MAY BE ADDED BY SIMPLY, **AND** NEW TERM, **OR** NEW TERM, or **NOT** NEW TERM.

SEARCH TERMS ON THE SCREEN ABOVE THE LAST TERM MAY BE RE-ENTERED BY TYPING # AND THE NUMBER SUCH AS **#4**. NUMBERS CAN BE COMBINED WITH ADDITIONAL WORDS AND SUCH "OPERATORS" AS **AND,OR,NOT.**

KEEP YOUR EYE ON THE BOTTOM LINE AS IT WILL TELL YOU WHAT TO DO, WHAT THE COMPUTER IS DOING, AND WHEN A WAIT IS IN STORE.

HOW TO DO A SEARCH ON THE ERIC/PSYCHLIT CD ROM INDEXES #4

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1. Q What can I do about getting too many records?

   A Add another search term with **and.** Remove foreign language documents with, **and la=english,** animal studies with, **and po=human,** and subtract unwanted documents with, **not.** Limit searches to titles only with, **in ti.**

2. Q How can I know what terms to use?

   A. Trial and error. Use **F5** to get the exact term from the index.

3. Q I put in terms that I know should score and get nothing.

   A Check spelling. Check the index. Use plurals or singulars. Use **hyphens** between words. Use **and** between terms. Remove **and** or **hyphens** from statement.

4. Q I am looking for a 1985 Psychological Reports article with leadership in the title.

A Enter on F2, **leadership in ti and** Psychological-Reports **in jn and py=1985.** The index will search the titles of the 1985 Psychological Reports articles for those containing leadership.

5. Q Should I use an old term or a new term for a concept?

A Both. You may score on both.

6. Q I cannot get the abstracts or descriptors on my printout?

A. After you press F6 to print, you change **citn** to citn,de,ab which will cause the citation, the abstract and descriptors to be printed. You may also add other field labels separated by commas.

7. Q I keep getting articles that do not give the journals?

A You are searching ERIC and the first articles listed are ERIC microfiche reports. These are filed by the number which follows the first field label, an, in the ED-PSYCH Library. Numbers preceded by EJ are journal articles. Journal titles are found in the jn field.

8. Q I don't want any microfiche.

A Psychlit has no microfiche. To eliminate microfiche from ERIC, add **and fi=ej** to your search statement.

9. Q I only want the latest.

A ERIC and PSYCHLIT both list their latest first. For the very latest you will have to use a paper index or the journals themselves.

10. Q I put in Vocational Education and Business Education and it took forever to count the records.

A Business Education is Vocational Education, therefore, the latter term was not needed.

11. Q Parentheses often appear surprisingly. Why?

A. Sometimes two terms are used as one term to change another. i.e., dog and adolescents or adolescence the computer will interpret this as (dog and adolescents) or adolescence.

To avoid this put the parentheses in yourself, dog and (adolescents or adolescence).

monitor while the printer is printing?

A No. Various improvements have been promised and will be passed on as they become available.

13. Q Every printout I see is different. Why are they not alike.

A Each patron is encouraged to design his own printouts, including what they want, need, and find meaningful.

14. Q What determines how the computer index is used?

A Many things. How much time does the user have? How many articles does he need? Is reading the screen satisfactory or does he want to print them off and study them in private? What is he going to do with the records?

JULY 2, 1987

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CHECKLIST OF ITEMS WHICH A PATRON-TRAINEE SHOULD BE MADE AWARE OF IN ORDER TO USE THE ERIC AND PSYCHLIT CD ROM INDEXES.

1. The nature of function keys.

2. The availability of help at F1, F3 and F5.

3. The use of the index, F5. Particularly for author searches.

4. The information/correction line at the bottom of the screen with its highlights.

5. The use of the operators, and, or and not.

6. That the bottom search is always acted upon unless a new search has been initiated.

7. The substitution of search numbers for search words by both computer and user.

8. The absolute necessity of using the number sign, #.

9. The necessity of using F2 in order to search.

10. The differences in results gained by using the following: word word, word and word, word-, and word-word.

11. The use of F4, show, procedures.

12. The use of F10 to bring up the next record.

13. The use of pgdn to bring up the next screens of the record being shown.

14. The use of F9 to bring back records already viewed.

15. How, using F4, show, to select records for printing with F6.

16. How to study the indexing of records and change the search strategy used at F2.

17. The meaning and content of fields and field labels.

18. The advisability of limiting the number of fields printed or shown.

19. How and why to limiting searches to specific fields.

20. The use of F6, printing.

21. Setting up the matrix at the bottom of the F6 screen.

22. Any pertinent information about the printer attached.

SUGGESTIONS FOR THE LIBRARIAN-TRAINER

1. The purpose here is not to train expert online searchers.

2. The user will have a number of times to use the laser index and does not need to learn all of it the first time.

3. There is much more that can be learned than is listed in the checklist above. The user will learn as he needs to know.

4. The user does not need to become expert to benefit from using the disk.

HOW TO DO A SEARCH ON THE ERIC/PSYCHLIT CD ROM INDEXES #1

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SEARCHING WITH THE CD ROM LASER DISK INDEX

FOLLOW INSTRUCTIONS EXACTLY AS WRITTEN.

1. PRESS F5.
2. TYPE DOG HOUSE AT PROMPT.
3. PRESS ENTER . READ THE BOTTOM LINE. NOTE THAT THE ERROR HIGHLIGHTED. COPY LINE:_____

   _____
4. PRESS F5. TYPE DOG. PRESS ENTER. # OF RECORDS_____
5. PRESS F2. TYPE DOG. PRESS ENTER. #_____
6. TYPE AND CAT. PRESS ENTER. FEWER RECORDS. #_____
7. TYPE DOG AND CAT. PRESS ENTER. THE RESULT IS THE SAME.
8. TYPE DOG OR CAT. PRESS ENTER. EITHER TERM IS ACCEPTABLE. MORE RECORDS. #_____
9. TYPE DOG NOT CAT. CAT IS NOT ACCEPTABLE. FEWER RECORDS. #_____
10. TYPE #___ AND #___ . NOTE THE USE OF SEARCH #'S IN PLACE OF ACTUAL TERMS.
11. NOTE THAT THE COMPUTER ALWAYS ACTS UPON THE LAST SEARCH.
12. TO USE A FORMER SEARCH TERM, IT IS NECESSARY TO REENTER ITS NUMBER, USING THE # SIGN.

DISPLAYING AND PRINTING YOUR SEARCH

1. TYPE DOG OR #1. YOU MUST HAVE THE ORIGINAL SCREEN, IF NOT, PRESS F2 AND ENTER DOG.
2. PRESS F6. # OF RECORDS _____
3. TYPE ALL AT THE FIELDS PROMPT.
4. PRESS TAB AND TYPE 1 AT RECORDS PROMPT. PRESS ENTER.

5. THIS WILL GIVE YOU A PRINTED SAMPLE OF A RECORD. THE ABBREVIATIONS AT THE LEFT ARE labels FOR THE fields THAT FOLLOW.

6. YOU MUST DECIDE HOW MANY OF THE fields YOU WANT DISPLAYED IN ORDER TO DECIDE WHICH RECORDS YOU WANT.

7. PRESS F4.

8. THE FIRST PROMPT WILL ASK, fields? TYPE IN THE APPROPRIATE labels, LIKE THIS: AN,AU,TI,JN.DE,AB. IF THIS IS WRONG BOTTOM LINE WILL SAY SO AND HIGHLIGHT THE TERM IN ERROR.

9. TOUCH THE TAB.

10. THE SECOND PROMPT WILL ASK, RECORDS?. TYPE IN ALL IF IT SAYS SOMETHING DIFFERENT.

11. PRESS ENTER.

12. RECORD #1 WILL APPEAR ON THE SCREEN. NUMBERS APPEAR IN THE UPPER RIGHT HAND CORNER, ie, 1 of 20, 2 of 20. THE FIRST NUMBER IS USED TO ORDER A PRINTED COPY.

13. MOST RECORDS REQUIRE MORE THAN ONE SCREEN.

14. PRESS PGDN TO SEE THE NEXT SCREEN.

15. PRESS F10 TO ADVANCE TO THE BEGINNING OF THE NEXT RECORD.

16. PRESS F9 TO GO BACK TO THE PREVIOUS RECORD.

17 PRESS F4 TO GO BACK TO THE FIRST RECORD OF THE SEARCH.

18. AS YOU PROGRESS THROUGH THE SEARCH LOOKING AT RECORDS JOT DOWN THE NUMBERS OF THOSE RECORDS OF WHICH YOU WOULD LIKE TO PRINT COPIES.

PRINTING YOUR SEARCH

1. PRESS F6.

2. TYPE labels FOR DESIRED fields AT THE fields PROMPT.

3. PRESS THE TAB. THE RECORDS PROMPT WILL APPEAR. PUT AS MANY OF YOUR NUMBERS ON THE LINE AS POSSIBLE, 1,2, 5-5-7,ETC.

4. PRESS THE TAB. THE PROMPT GOES TO THE BOTTOM LINE AND ASKS YOU WHETHER OR NOT YOU WANT EACH RECORD ON A SEPARATE SHEET OF PAPER. IF SO, TYPE Y.

5. PRESS THE TAB. TYPE Y. A RECORD OF THE SEARCH HISTORY, THE F2 SCREEN, WILL BE PRINTED FIRST FOR FUTURE USE. YOU MAY NEED THIS TO UPDATE OR FINISH PRINING YOUR SEARCH.

6. PRESS ENTER. THE PRINTER WILL PRINT AS REQUESTED.

7. IF THERE ARE TOO MANY RECORDS TO PRINT IN ONE EFFORT DO THE FOLLOWING:

   A. PRESS F6.

   B. REESTABLISH THE FIELDS STATEMENT BY PRESSING THE END KEY

   C. ADD MORE NUMBERS AT THE RECORDS PROMPT.

   D. IF YOU ARE NOT PRINTING SEPARATE PAGES, PRESS ENTER.

   E. REPEAT UNTIL ALL NUMBERS HAVE BEEN PRINTED.

REMEMBER

1. AT PRESENT THERE ARE NO LIMITS TO HOW MANY RECORDS ONE CAN PRINT.

2. ONE CAN STOP WHEN ONE WISHES AND START AGAIN AT THE SAME PLACE. HE MUST KEEP THE SEARCH STRATEGY AND THE LAST NUMBER PRINTED.

3. PRINTING AND SHOWING UNNECESSARY FIELDS AND RECORDS WILL PROLONG THE PROCESS, WASTE TIME.

4. TIME ON THE MACHINE MAY BE LIMITED BY THE LARGE NUMBERS OF STUDENTS WHO MAY WANT TO USE THE INDEX.

5. GOOD SEARCHING.